

July 26, 2004

Dear Reporting Contact:

Another Employer Workshop season has come to an end. We would like to thank all of those in attendance, the response has been very positive. We appreciate all your questions, comments, and suggestions. Your participation and cooperation has been invaluable.

Enclosed are Recaps and Wage and Contribution Reports for disk and paper reporters. Enclosed also is a listing of those members reported by your school and the demographic information for each that we have in PIONEER. **On-line and disk reporters**; please review the address listings for accuracy. **Paper reporters**; please review the information on the printed Wage and Contribution Report for each employee for accuracy. If **no** address is indicated it means we do not have one on PIONEER. Please follow the appropriate procedures for your reporting method to update any information. Also included is the employer contact information we have on PIONEER. If this is not correct, you should complete and submit a new Employer Contact Form with original signatures. If you have recently sent in a new form and the information indicated is not correct, please contact us and we will verify what we have on file for your school.

### **New Employee Addresses and Active Member Address Changes**

Adding an address for a **new employee** and address changes for **active members** must be completed through the employer reporting process and is required of all reporters.

**Paper Reporters** – For new employees, please be sure to include their address. When making an address change for an active member, include the updated information in the **Changes/Corrections to Demographic Information** section of the Wage and Contribution Report for the individual requiring the change. After the correction is reported, the reports following would show the correct address under the Current Pay Period Information.

**Disk Reporters** – When **adding a new member or making a change** to an active member address via disk, the “date of address change” field must be completed with a date within the payroll period being reported.

#### **Web Reporters -**

**File upload** - When **adding a new member or making a change** to an active member address via web file upload, the date of address change field must be completed with a date within the payroll period being reported. You may also use the copy forward and manual entry method below.

**Copy forward and manual entry** – When **adding a new member or making a change** to an active member address via the copy forward or manual entry reporting methods, you must access or create the active member record through edit member records process. Once the record is accessed or created, make the necessary changes or additions and then click the save button.

### **Hours**

Employees who receive paychecks throughout the summer, but are not actually providing a service during the payroll period, should have **zero** hours reported for these months. Hours should only be reported for those employees actually providing service for the salary being reported. **Extra duty** hours need to be reported as the service is provided. Reminder – for each hour reported .001 service credit is earned. **Web** reporters will need to use the **override** button when editing a record with zero hours.

### **Non-Contributing Member Forms**

You are required by law to notify NPERS of all member terminations. We ask that you do this as soon as possible; even if the member still has salaries and contributions to be reported. Please **do not wait** until their final compensation to submit a Non-contributing Member Form.

### **Contract Payouts/Lump Sums**

When an employee terminates employment and the school agrees to pay out their contract in one payment, you must provide to NPERS in writing the salary breakdown for each month. You do **not** need to lump the salaries and contributions for a **retiree** in order for them to begin receiving a benefit. A preliminary benefit can be issued for retirees even if contributions continue to be remitted throughout their contract period. Please contact us with any questions.

### **Forms**

For Employer Contacts not attending an Employer Workshop, enclosed is an updated version of the "Forms" section of your manual. Please replace the section currently in your manual. Most of these forms are also available through our web site for downloading at [www.npers.ne.gov](http://www.npers.ne.gov).

### **Documentation**

Whenever you feel you have reported questionable data to NPERS or need to supply an explanation for an adjustment, please feel free to contact us via e-mail or mail. The information will then be included in the member's file for future reference. Documentation provided now will lead to less questions and verification requests later. Example: Jane Doe receives a sizeable increase in salary for the month of January. A brief e-mail that she substituted for a teacher on maternity leave, etc.

**CAUTION:** When including a social security number to NPERS via e-mail make sure you use the 'Contact Us' link on the web site, **after** you have logged in, for security.

### **On-line Hours**

Except in the event of a system problem, PIONEER is normally scheduled to be available from 7:00 am to 9:00 pm Central time seven days a week. We **try** to perform maintenance outside of these hours; however, maintenance is occasionally performed after 5:00 pm Central time during the week and during the day on weekends. Weekend reporting situations that require overnight processing will not occur until the evening of the first business day of the following week. Example: A file uploaded on Saturday would be available to edit on Tuesday.

### **Miscellaneous**

- ✓ Back pay or retroactive salaries and contributions must be reported to the appropriate prior period(s) through adjustment reports.
- ✓ Please provide a member's date of birth when completing your Wage and Contribution Report.
- ✓ Make sure individuals listed on your Employer Contact Form can be contacted during regular business hours.

### **Contact US**

If you have questions regarding Wage and Contribution reporting, please contact:

Cheryl Mueller at (402) 471-9497 or e-mail [cmueller@npers.ne.gov](mailto:cmueller@npers.ne.gov), or  
Sarah Moore at (402) 471-6098 [smoore@npers.ne.gov](mailto:smoore@npers.ne.gov).

Sincerely,

Randy Gerke  
Accounting and Finance Manager